

.

Class Specifications
for the Class:

SCHOOL HEALTH AID

Distinguishing Characteristics:

This class involves independent responsibility for providing emergency first aid care to ill and injured students in a public school setting as a primary assignment; and also for conducting various health-related screening tests; and for maintaining the health room and appropriate student health records. A position in this class may also administer oral and topical medications only in accordance with strict program guidelines (i.e., parental request, physician's order, school health nurse's approval and school administration approval). A position in this class is the sole position in a school which is part of a school health complex typically comprised of a high school and its feeder schools. Supervision is received from a registered professional nurse who is responsible for the school health services in the school health complex. Strict adherence to the first aid manual and other program manuals and guidelines is required.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Administers emergency first aid care to ill or injured students; takes temperature, permits students to rest in health room as necessary, and periodically observes and talks to students to determine symptoms of illness; may administer oral and topical medications only in accordance with strict program guidelines (i.e., parental request, physician's order, school health nurse's approval and school administration approval); as necessary, contacts parents or guardians of ill or injured students to inform them of their children's illness or injury; may call for ambulance service in emergencies; as directed by the school health nurse, performs various health related screening tests on students such as hearing and vision screening tests, participates in health surveys of students, takes throat swabs in Rheumatic Fever surveys and takes height measurements and weights of students; completes appropriate records; refers health records of students which may indicate health problems to school health nurse; makes visual surveys of school buildings and grounds which

may have contributed to injury to students and works with the school health nurse and school principal to correct any hazardous conditions; may give basic health instruction to students; may orient and supervise volunteers to assist in conducting screening tests; may render emergency first aid care to school staff; administers CPR as necessary; and maintains a clean health room, including adequate supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: Basic first aid and CPR; symptoms of common illness, especially in children through adolescence ages; basic stages and problems of child and adolescent development.

Ability to: Respond quickly and take appropriate emergency first aid action; administer CPR as necessary; understand and follow oral and written instructions; speak and deal effectively with children, including adolescents; work effectively with others; learn to operate various health testing equipment used in health screening testing; write simple narrative reports; keep simple records; and perform basic arithmetic.

- - - - -
This is an amendment to the specification for the class
SCHOOL HEALTH AID, which was approved on August 16, 1978.

DATE APPROVED: 1/25/02

DAVIS K. YOGI
Director of Human Resources Development